

Future and Backdating Policy

Effective Date

PolicyCenter



Description

This job aid reviews the rules and permissions around the policy Effective Date in PolicyCenter.

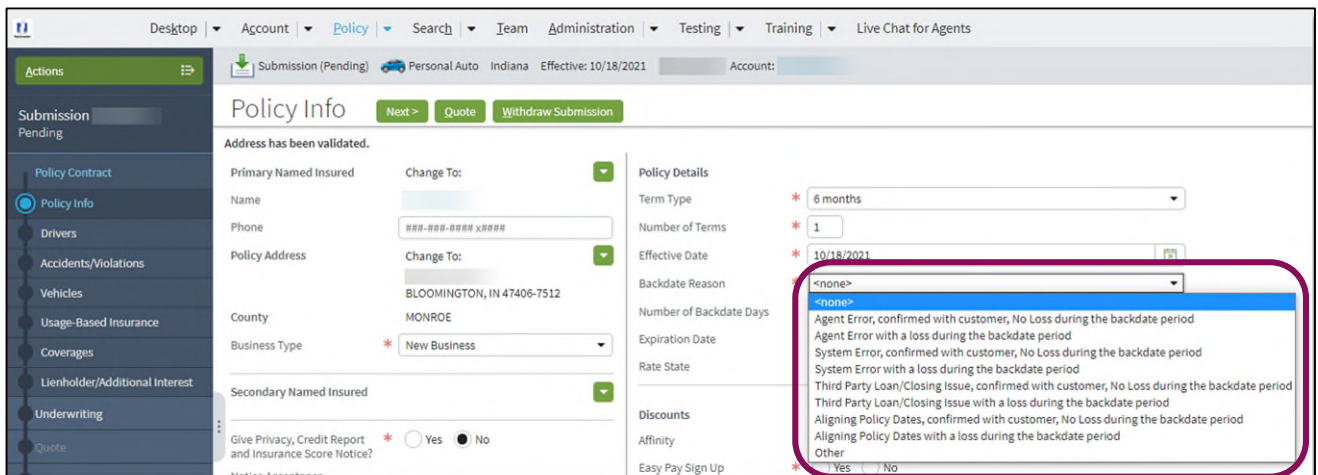
- **For New Business:** Auto, Powersports, and Umbrella Full Applications are limited to 60 days into the future to bind/issue. Underwriting (UW) approval, or a valid reason, is required for any backdate greater than five (5) days on a Full Application. Considerations are made for Spin-offs and Inter-Regional Transfers (IRTs), as there would not be any lapse in coverage for the driver. However, Underwriting approval is still required for these scenarios.
- **For New Business:** Property and Dwelling Fire Full Applications are limited to 180 days into the future. Underwriting (UW) approval, or a valid reason, is required for any backdate greater than five (5) days for a Full Application.
- **Auto, Powersports, and Umbrella Cancellations:** Auto, Powersports, and Umbrella are limited to 30 days backdate for the agent. Processing will handle (via activities) back dating from 31–180 days, with proper documentation from the agent. Cancellations backdated longer than one term go through UW for approval.
- **Property / Dwelling Fire Cancellations:** Property and Dwelling Fire cancellations are limited to backdating, over a rolling 12-month period, without PC intervention. Anything past a 12-month window requires UW approval before Processing will handle.
- **Policy Changes:** Coverage changes/vehicle/driver changes, including additions and deletions, are limited to 30 days backdating for Auto/Powersports and 44 days for Property and Dwelling Fire. Changes backdated beyond this window of time trigger a Blocking Bind and an Underwriting Rule displays on the “Underwriting” screen. Certain internal users (Servicing and Processing) have access to approve backdated changes when appropriate documentation is received, or an Underwriting Approval can be requested.

New Full Application	Number of Days Allowed		
Full Application	Backdate	Future Date	Comments
Auto & Powersports	5	60	Beyond these time frames, a Block Bind UW Rule triggers (with “Other” selected as the Reason code).
Property	5	180	
Umbrella	5	60	
Dwelling Fire	5	180	
Policy Cancellation	Backdate	Future Date	
Auto & Powersports	30	Up to Date covered by policy term	
Property	365	Up to Date covered by policy term	
Umbrella	30	60	
Dwelling Fire	365	Up to Date covered by policy term	
Policy Change	Backdate	Future Date	
Auto & Powersports	44	Up to Date covered by policy term	
Property	44	Up to Date covered by policy term	
Umbrella	15 (not prior to start of current term)	Up to 60 days in the future or up to date covered by policy term	
Dwelling Fire	44	Up to Date covered by policy term	



Underwriting approval is required when backdating a full application beyond five (5) days of the current date. Furthermore, PolicyCenter displays a drop-down field and list on the "Policy Info" screen for full application submissions backdated more than five (5) days. This is a required field and must be completed before clicking the "Next >" button to proceed with the submission.

If a reason of "Other" is selected from the picklist for "Backdate Reason", a block bind rule is triggered.



The screenshot shows the 'Policy Info' screen in the PolicyCenter application. The top navigation bar includes 'Desktop', 'Account', 'Policy', 'Search', 'Team', 'Administration', 'Testing', 'Training', and 'Live Chat for Agents'. The main header shows 'Submission (Pending)', 'Personal Auto', 'Indiana', 'Effective: 10/18/2021', and 'Account:'. The left sidebar lists various actions like 'Submission Pending', 'Policy Contract', 'Policy Info', 'Drivers', 'Accidents/Violations', 'Vehicles', 'Usage-Based Insurance', 'Coverages', 'Lienholder/Additional Interest', 'Underwriting', and 'Quote'. The main content area is titled 'Policy Info' and includes buttons for 'Next >', 'Quote', and 'Withdraw Submission'. The form fields are organized into sections: 'Primary Named Insured' (Name, Phone, Policy Address, County, Business Type), 'Secondary Named Insured', 'Policy Details' (Term Type, Number of Terms, Effective Date, Backdate Reason, Number of Backdate Days, Expiration Date, Rate State), 'Discounts', 'Affinity', and 'Easy Pay Sign Up'. The 'Backdate Reason' dropdown menu is open, showing a list of reasons including '<none>', 'Agent Error, confirmed with customer, No Loss during the backdate period', 'Agent Error with a loss during the backdate period', 'System Error, confirmed with customer, No Loss during the backdate period', 'System Error with a loss during the backdate period', 'Third Party Loan/Closing Issue, confirmed with customer, No Loss during the backdate period', 'Third Party Loan/Closing Issue with a loss during the backdate period', 'Aligning Policy Dates, confirmed with customer, No Loss during the backdate period', 'Aligning Policy Dates with a loss during the backdate period', and 'Other'. The 'Other' option is highlighted.

By accepting a copy of these materials:

- (1) I agree that I am either: (a) an employee or Contractor working for Nationwide Mutual Insurance Company or one of its affiliates or subsidiaries ("Nationwide"); or (b) an Independent Sales Agent who has a contract and valid appointment with Nationwide; or (c) an employee of or an independent contractor retained by an Independent Sales Agent; or (d) an Independent Adjuster who has a contract with Nationwide; or (e) an employee of or an independent contractor retained by an Independent Adjuster.
- (2) I agree that the information contained in this training presentation is confidential and proprietary to Nationwide and may not be disclosed or provided to third parties without Nationwide's prior written consent.
- (3) I acknowledge that: (i) certain information contained in this training presentation may be applicable to licensed individuals only and access to this information should not be construed as permission to perform any functions that would require a license; and (ii) I am responsible for acting in accordance with all applicable laws and regulations.
- (4) I agree that I will return or destroy any material provided to me during this training, including any copies of such training material, when or if any of the following circumstances apply: (a) my Independent Sales Agent agreement with Nationwide is cancelled or I no longer hold any appointments with Nationwide; (b) my employment with or contract with a Nationwide Independent Sales Agent is terminated; (c) my Independent Adjuster contract with Nationwide is terminated; (d) my employment with or contract with a Nationwide Independent Adjuster is terminated; or (e) my employment or contract with Nationwide is terminated for any reason.